

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY  
SUPERVISING NURSE

\*\*\*THIS IS A HAZARDOUS DUTY POSITION\*\*\*

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** State Employees  
**Location:** Connecticut Valley Hospital ~ Whiting Forensic Division ~ Whiting Service ~ Middletown, CT  
**Job Posting No:** CV~100375  
**Hours:** 3rd Shift ~ 10:45 p.m. to 7:15 a.m. ~ 40 hours Weekly ~ 80-80-80 ~ Every Other Weekend  
**Salary Range:** \$81,946 to \$109,949 Annually  
**Closing Date:** March 25, 2015

**Duties may include but not limited to:** : Incumbents in this class is responsible for quality of care provided by the professional and paraprofessional nursing staff on all units within the division for the day shift; educates staff in nursing and hospital policies and procedures, including newly revised ones; oversees the completion of annual training and other required training; oversees staffing complement of professional and paraprofessional staff; participates with nursing leadership in establishing standards of patient care; supervision and education of staff in the documentation of critical medical results and notification procedures; supervises the formulation and documentation of nursing problems and the development of nursing plans of care; completion of performance evaluations as assigned; respond to psychiatric and medical emergencies insuring appropriate care of individual patients and monitoring documentation; investigate medication errors, which occur on shift and process documentation as appropriate; participates in designated supervisory and cross shift meetings; works collaboratively with other disciplines and promotes effective working relationships; participates in performance improvement activities; and other duties as assigned.

**Eligibility Requirements:** State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

**General Experience:** Four (4) years of experience as a Registered Professional Nurse in a hospital, regional, institutional or psychiatric setting.

**Special Experience:** Two (2) years of the General Experience must have been at the level of a Head Nurse, Head Nurse(Correctional Facility), Forensic Head Nurse or Clinical Nurse Coordinator working with the type of patients/clients serviced by the agency.

**Substitutions Allowed:** A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

**Special Requirements:** Incumbents in this class must possess and retain a current license or a temporary permit to practice professional nursing in Connecticut.

**Working Conditions:** Incumbents in this class may be required to lift and restrain patients/clients; may have some exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive patients/clients; may be exposed to disagreeable conditions.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

**DMHAS employees who are lateral transfer candidates** (ex. Supervising Nurse applying to a Supervising Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.

1. **DMHAS employees who are promotional candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
2. **All other State Employees:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12).

**Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.**

**EMAIL: CVH-RECRUIT@ct.gov ~ FAX: (860) 262-5055**  
**Connecticut Valley Hospital**  
**Office of Human Resources ~ ATTN: Recruitment**  
**P.O. Box 351 ~ Middletown, CT 06457**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **P-1**